



Aplikacija elektronskog prijavljivanja za posao VODIČ ZA KORISNIKA

Sadržaj

Odeljak I: Otvaranje ERA naloga	2
Odeljak II: Prijavljivanje za posao.....	5
Odeljak III: Upravljanje ERA nalogom	13
A. Uređivanje materijala za prijavljivanje pre isteka krajnjeg roka za konkurs	13
B. Ažuriranje dokumentacije za prijavljivanje pre isteka krajnjeg roka za konkurs	18
C. Resetovanje lozinke	20
D. Ažuriranje ERA naloga	22

Odeljak I: Otvaranje naloga ERA

Korak 1:

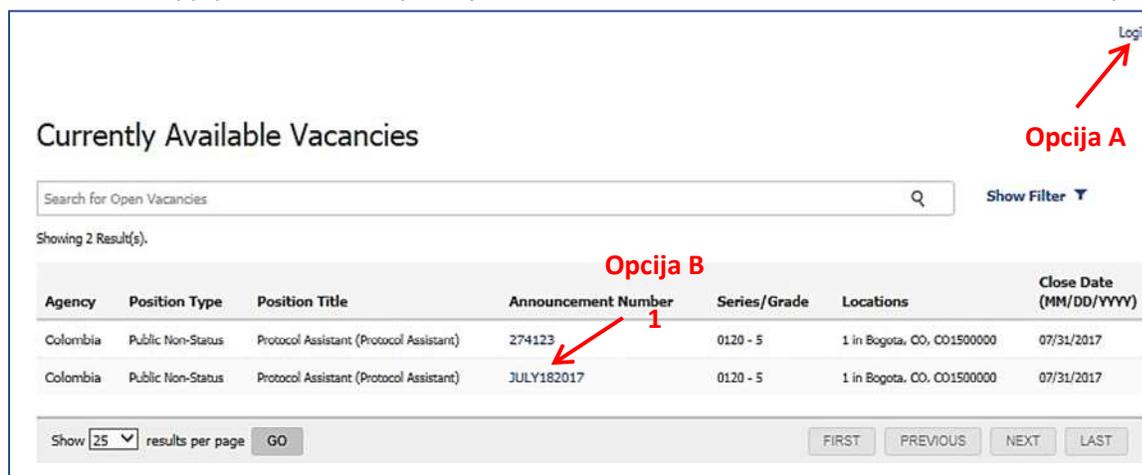
Kliknite na URL svoje zemlje na pretraživaču.

Korak 2:

Opcija A: Kliknite "Login" sa „Currently Available Vacancies listing.“ (Prijava, Trenutno dostupni konkursi za radna mesta).

Opcija B:

1. Kliknite na povezanu objavu „Announcement Number“ (Broj objave) za koju ste zainteresovani da se prijavite a koja se nalazi pored „Position Title.“ (Naziv pozicije)
2. Kliknite "Apply to this Vacancy" (Prijavite se za ovak konkurs) ili "Email to a Friend." (Pošaljite prijatelju)



Currently Available Vacancies

Search for Open Vacancies

Showing 2 Result(s).

Agency	Position Type	Position Title	Announcement Number	Series/Grade	Locations	Close Date (MM/DD/YYYY)
Colombia	Public Non-Status	Protocol Assistant (Protocol Assistant)	274123	0120 - 5	1 in Bogota, CO, CO1500000	07/31/2017
Colombia	Public Non-Status	Protocol Assistant (Protocol Assistant)	JULY182017	0120 - 5	1 in Bogota, CO, CO1500000	07/31/2017

Show results per page



Vacancy Details

[Overview](#) [Duties](#) [Qualifications & Evaluations](#) [Benefits & Other Info](#) [How to Apply](#)

Korak 3:

Kliknite "Create an Account" (Napravite nalog) na stranici za prijavljivanje (the Sign In Page.)



Sign In

[Forgot User ID or Password](#)
[Create an Account](#)

Korak 4:

1. Ispunite lične i kontakt informacije uključujući ime i prezime, da li ste državljanin SAD-a ili ne, adresu, grad, zemlju, državu/pokrajinu/teritoriju, poštanski broj, vrstu telefona, broj telefona, i elektronsku poštu (email).
 - Koristite (Nazad) "Previous" i (Dalje) "Next" kvadratiće na dnu svake stranice za navigaciju.
 - NE KORISTITE navigaciona dugmad ili ona za osvežavanje (refresh) na internet pretraživaču jer možete da izgubite važne informacije.
 - Sva polja obeležena crvenom zvezdicom (*) su obavezna i na njih se mora odgovoriti.
 - Upamtite da svaki ERA nalog mora da ima jedinstvenu email adresu. Sistem neće dozvoliti više korisničkih naloga koji dele istu email adresu.

Personal Information

Prefix
--- Please Select ---

1

* First Name	Middle Name	* Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

Suffix
--- Please Select ---

* US Citizen
 Yes No

Contact Information

* Address 1

Address 2

Address 3

* City/Town	* Country	* State/Province/Territory
<input type="text"/>	United States <input type="text"/>	--- Please Select --- <input type="text"/>

* Zip/Postal/Pin Code	Plus 4
<input type="text"/>	<input type="text"/>

* Telephone 1	* Telephone Number	Extension
-- Select -- <input type="text"/>	<input type="text"/>	<input type="text"/>

+ ADD ANOTHER TELEPHONE

* Email

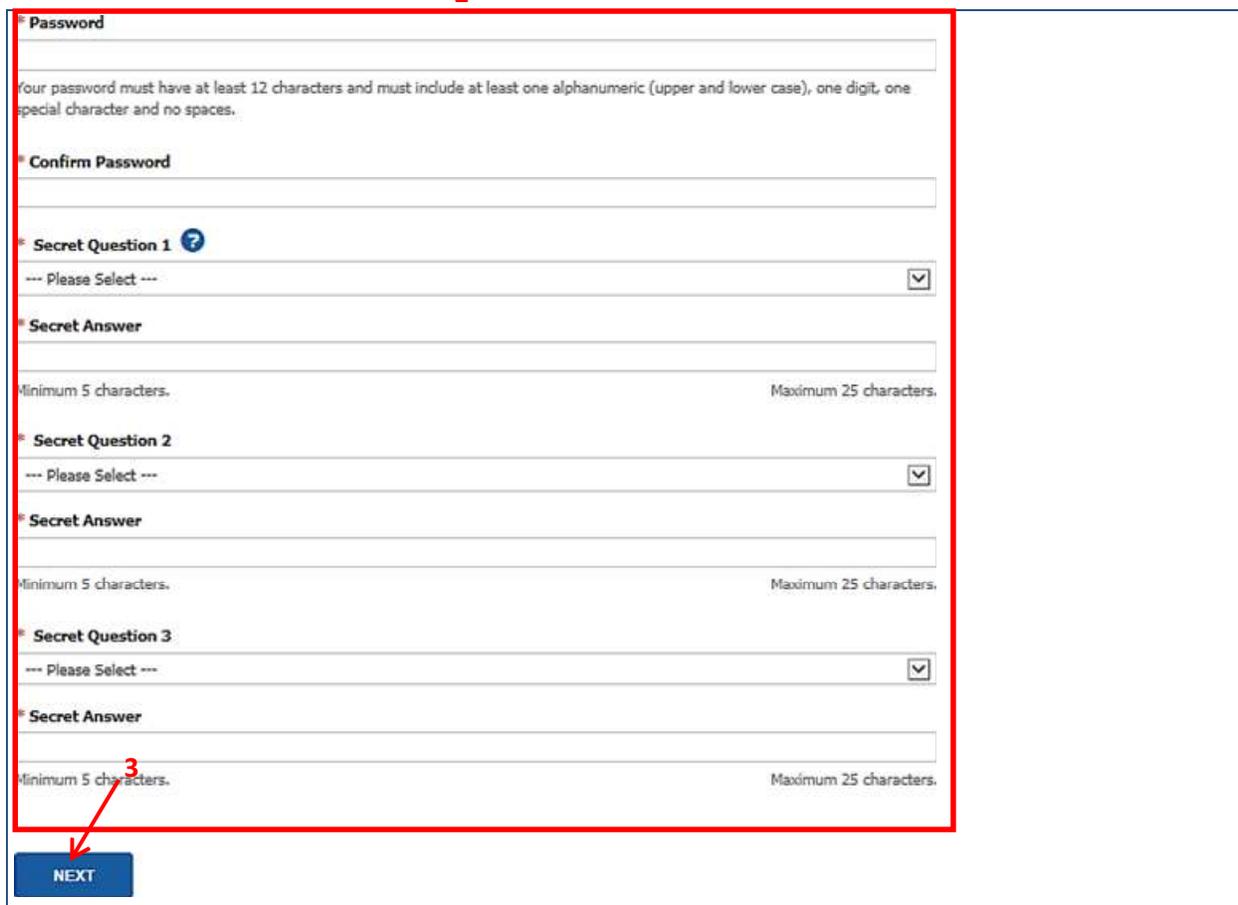
Enter only ONE Internet E-Mail Address (example: john_doe@company.com)

2. Unesite i potvrdite lozinku (password) i onda izaberite i odgovorite na tri sigurnosna pitanja.

- Vaša lozinka mora da ima barem 12. alfanumeričkih znakova (slova/brojevi/simboli) i mora da sadrži makar jedno slovo (veliko i malo), jednu cifru, jedan posebni znak, i ne može da ima razmake.
- Svako izabrano sigurnosno pitanje mora da bude jedinstveno.
- Svaki odgovor na izabrano sigurnosno pitanje mora da bude jedinstveno.
- Odgovori na pitanja ne mogu da počinju i/ili završavaju sa razmacima.
- Odgovori na pitanja razlikuju velika i mala slova.

3. Kliknite (Dalje) "Next."

2



Password

Your password must have at least 12 characters and must include at least one alphanumeric (upper and lower case), one digit, one special character and no spaces.

Confirm Password

Secret Question 1 ?

--- Please Select ---

Secret Answer

Minimum 5 characters. Maximum 25 characters.

Secret Question 2

--- Please Select ---

Secret Answer

Minimum 5 characters. Maximum 25 characters.

Secret Question 3

--- Please Select ---

Secret Answer

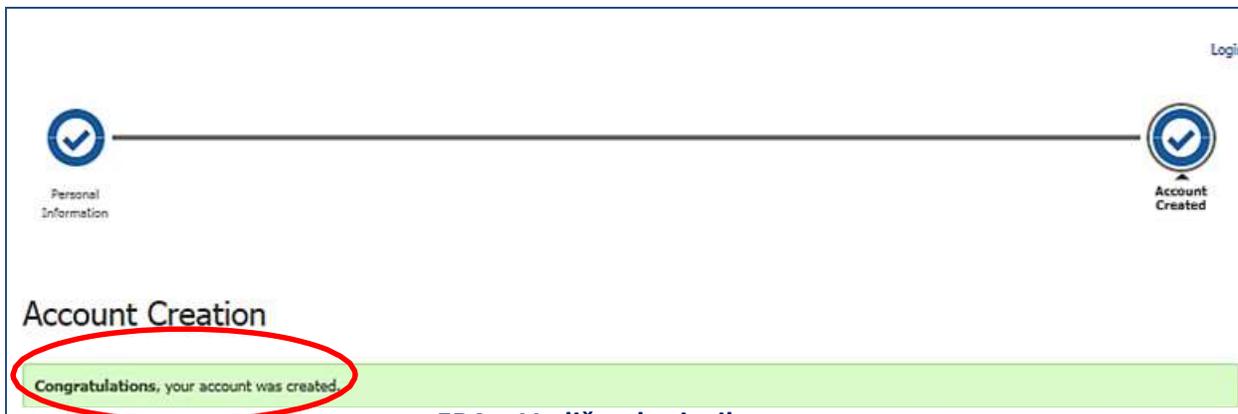
Minimum 5 characters. Maximum 25 characters.

NEXT

Korak 5:

Primanje potvrde da je vaš nalog napravljen.

- Po registraciji naloga dobićete email koji vas obaveštava da ste napravili nalog potražioca.
- Čuvajte email naloga, lozinku, i sigurnosna pitanja/odgovore jer ćete vi biti odgovorni da upamtite ove informacije za prijavljivanje na vaš ERA nalog.



Personal Information

Account Created

Account Creation

Congratulations, your account was created.

Odeljak II: Prijavljivanje na radna mesta

Korak

1:

1. Prijavite se na vaš ERA nalog vašom email adresom i lozinkom.
2. Kliknite "Login." (Prijava)



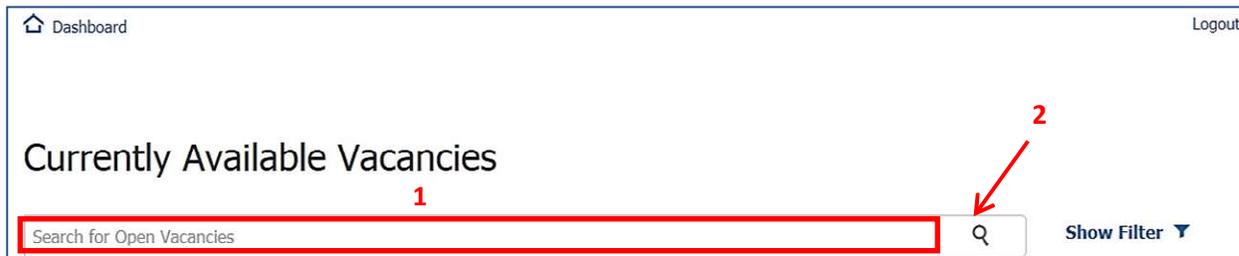
Korak 2:

Kliknite "Pretražite radna mesta" (Search for jobs) sa kontrolne table prijava (Applications Dashboard).



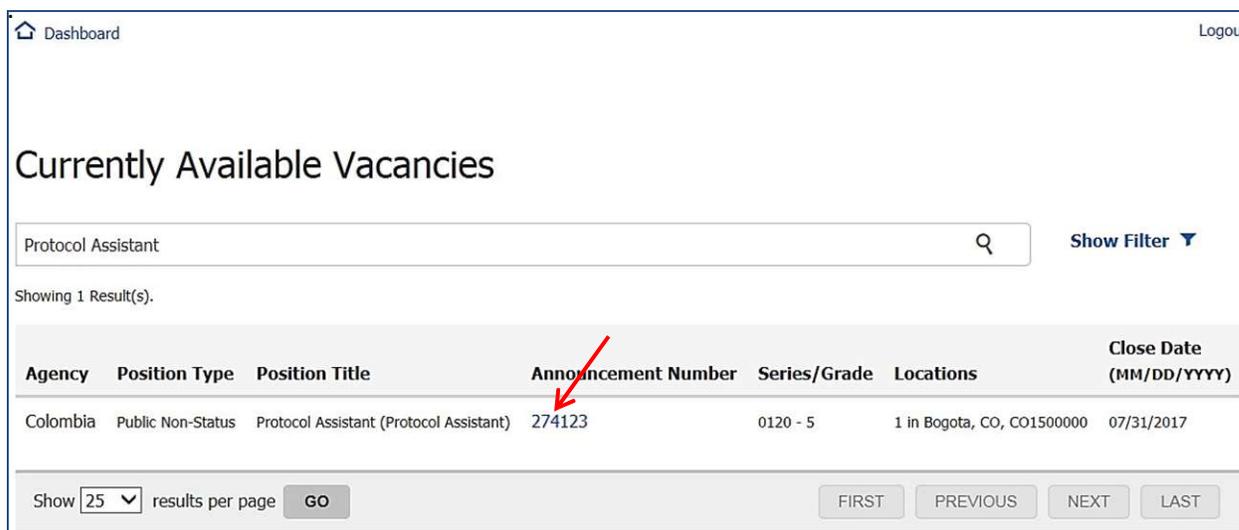
Korak 3:

1. Unesite izraze pretraživanja (na primer, naziv radnog mesta) na stranici trenutno dostupnih konkursa za radna mesta (Currently Available Vacancies Page).
 - *Po potrebi*, da suzite pretraživanje, kliknite na prikazivanje filtera “Show Filter” i izaberite opcije padajućeg menija (na primer, serije, plata, lokacija, stepen, i služba – Series, Salary, Location, Grade, Service). Onda kliknite “Apply” da biste primenili filter.
2. Pritisnite simbol lupe da biste započeli pretraživanje.



Korak 4:

Kliknite na povezani link broja objave (Announcement Number) za koju ste zainteresovani da se prijavite a koji se nalazi pored naziva pozicije (Position Title).



Agency	Position Type	Position Title	Announcement Number	Series/Grade	Locations	Close Date (MM/DD/YYYY)
Colombia	Public Non-Status	Protocol Assistant (Protocol Assistant)	274123	0120 - 5	1 in Bogota, CO, CO1500000	07/31/2017

Korak 5:

Kliknite “Apply to this Vacancy” za prijavljivanje na konkurs pošto ste pregledali informacije na stranici detalja konkursa za radno mesto (Vacancy Details Page) kao što su dužnosti, kvalifikacije, i procene (Duties, Qualifications and Evaluations).

- *Po potrebi*, kliknite “View Eligibility Questions” da biste pregledali pitanja o kvalifikovanosti i “View Vacancy Questions” da biste videli pitanja za konkurs radnog mesta koja će biti postavljena tokom prijave.



Korak 6:

1. Odgovorite na pitanja o kvalifikovanosti (Eligibility Questions) (ili pregledajte vaše prethodne odgovore ukoliko ste se već prijavljivali za posao koristeći ERA).
2. Kliknite “Next” (Dalje).
 - Sistem će sačuvati vaše odgovore na pitanja o kvalifikacijama i biće preuzeta kada se prijavite za druga radna mesta koristeći ERA.
 - Upamtite da sistem neće dozvoliti da sačuvate nepotpune odgovore na pitanja o kvalifikacijama.
 - Sve stavke obeležene crvenom zvezdicom (*) su obavezna i na njih se mora odgovoriti. Ovo podrazumeva stavke 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, i 35.
 - Stavke 2, 5, 6, 7, 8, 13, i 35 imaju različita podpitanja ako se na njih odovori sa „Da“ (“Yes.”)
 - Ukoliko se od vas traži da date pisani odgovor na obavezno pitanje koje nije primenjivo u vašoj situaciji, ubacite “Does not apply” (Ne odnosi se) ili “Not applicable.” (Nije primenjivo)
 - Morate da popunite čitav set obaveznih pitanja o kvalifikacijama da biste išli dalje (“Next”) (i samo će se u tom slučaju vaši odgovori sačuvati u sistemu.)

Eligibility Questions

PERSONAL INFORMATION

1 Please list any other names used:

200 characters left (maximum 200)

NOTE: Relative is a husband, wife, domestic partner, member of household, father, father-in-law, stepfather, mother, mother-in-law, stepmother, son, son-in-law, stepson, daughter, daughter-in-law, stepdaughter, brother, brother-in-law, half-brother, sister, sister-in-law, half-sister, uncle, aunt, first cousin, nephew, or niece.

1

* 2 Does your relative work in this Embassy or Consulate?

Yes
 No

* 3 Are you able to legally work in this country?

Yes
 No

NOTE: U.S. Government does not sponsor work visas unless specified on the Vacancy Announcement.

* 4 If this job includes driving a U.S. Government vehicle, do you have a current and valid driver's license?

Yes
 No

Important: All the information you provide may be verified by a review of the work experience and/or education as shown on your application form, by checking references and through other means, such as the interview process. Any exaggeration of your experience, false statements, or attempts to conceal information may be grounds for not hiring you, or for firing you after you begin work.

2

NEXT

Korak

1. Pružite/pregledajte informacije u odeljcima pod serijama, stepenima, i lokacijama (Series, Grade, and Location sections.)
 - o Izaberite (da) “Yes” za stepen(e) za koji/e želite da se prijavite u odeljku o Stepenima (Grade section). Ukoliko se ne izabere nijedan stepen, ERA neće dopustiti da nastavite dalje.
 - o Obeležite kvadrat pored lokacije gde želite da se prijavite.
2. Kliknite “Next”(dalje).

Series

This position is offered for a single series. **1**

*** Please confirm you wish to be considered for these series (Check all that apply.)**

0120-Secretary, Office Management, And Protocol Series

Grade

Select the grade level(s) for which you wish to be considered. You will only be considered for the grade level(s) you select.

*** Do you wish to be considered for Grade 5?** Yes No

Location

*** Please indicate the locations for which you want to be considered. (Check all that apply.)**

Bogota, CO

Notifications

Are we allowed to send you email reminders about completing this vacancy before it closes?

Yes, please send me email reminders about completing this vacancy.

No, I do not wish to receive email reminders about completing this vacancy.

PREVIOUS **NEXT** **2**

Korak 8:

1. Odgovorite na pitanja konkursa time što ćete izabrati odgovore koje se slažu sa vašim prethodnim radnim iskustvom.
2. Kliknite “Next” (dalje).

Vacancy Questions

Items marked with * are required.

All Grades Questions 1

* **1** Please indicate the types of activities you have performed in organizing high level events? (Check all that apply)

- Manage written communications through official channels
- Offer advice and suggestion for types of events and sites hosted by the organization
- Develop close relationships of mutual trust with the administrative staff and assistants of senior leaders with whom the organization regularly engages
- Lead the administration of the contact database of the organization
- None of the above.

* **2** Please select the responses that describe your experience following official procedures for government or diplomatic events? (Check all that apply)

- Develop close relationships of mutual trust with the administrative staff and assistants of senior leaders with whom the organization regularly engages
- Lead the administration of the contact database of the organization
- Advise staff of an organization on formalities and courtesies they should observe when associating with foreign visitors
- Organize events that involve international relations
- Manage written communications through official channels
- None of the above.

* **3** Which BEST describes your experience interacting with office visitors?

- I have had no interaction with office visitors
- I have had limited or occasional interaction with office visitors
- I have interacted with office visitors on a regular and frequent basis

* **4** Select from the list below the type of requests for information that you have received: (Check all that apply)

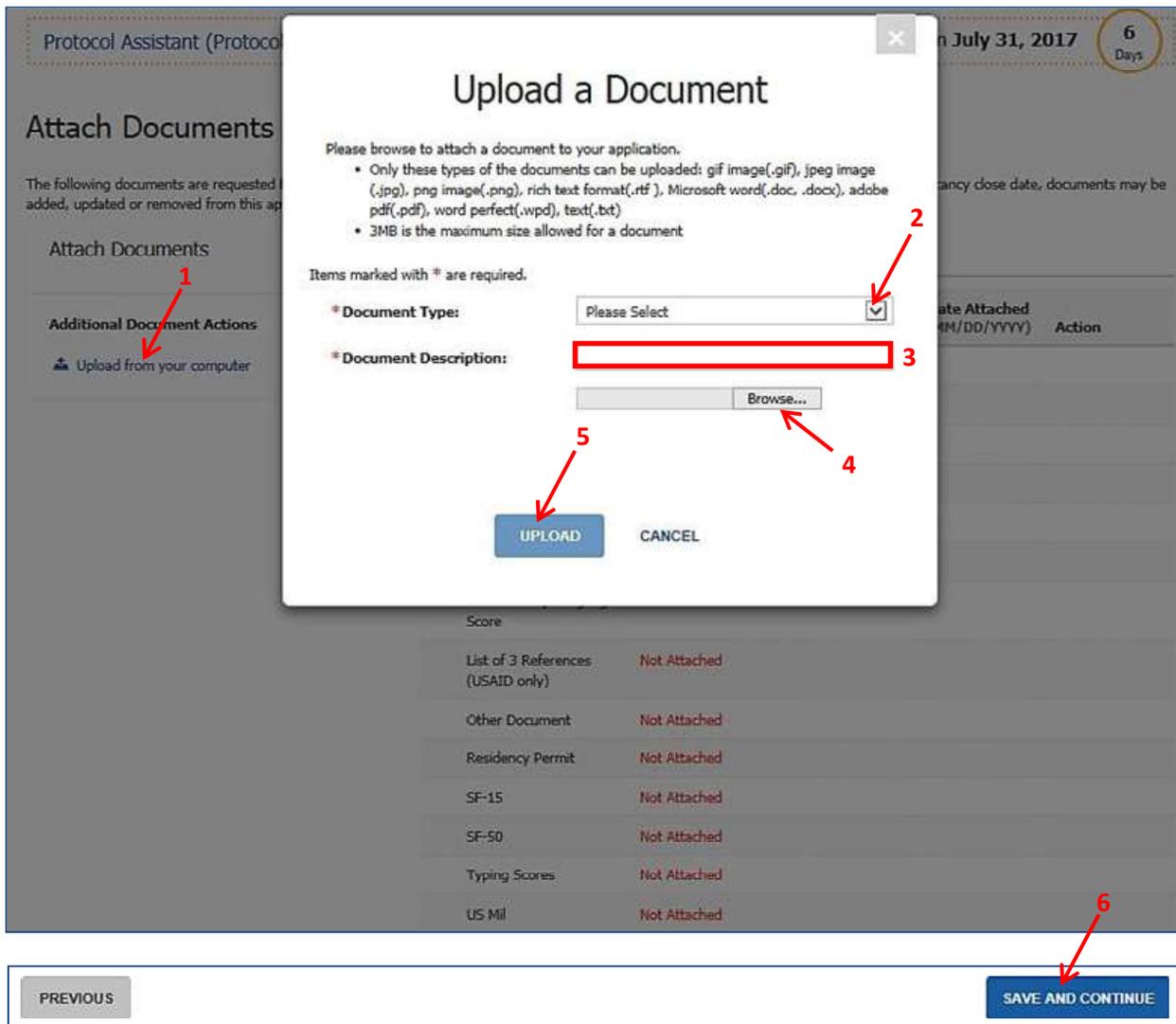
- Procurement requests
- Information on the office programs
- Appointment availability dates
- Relay messages
- Vendor requests

Important: All the information you provide may be verified by a review of the work experience and/or education as shown on your application form, by checking references and through other means, such as the interview process. Any exaggeration of your experience, false statements, or attempts to conceal information may be grounds for not hiring you, or for firing you after you begin work. 2

PREVIOUS NEXT

Korak 9:

1. Kliknite "Upload from your computer" (Ubacite iz vašeg kompjutera) da biste priložili dokumenta vašoj prijavi.
2. Izaberite vrstu dokumenta koristeći padajući meni.
3. Unesite opis dokumenta.
4. Kliknite "Browse" (pretraži) i pronađite odgovarajući dokument.
5. Kliknite "Upload" (ubaci).
 - Ponovite od 1 do 5 za svaki zatraženi dokument/datoteku napomenut u konkursu za radno mesto.
 - Upamtite da samo jedna datoteka može da se unese po vrsti dokumenta.
 - Unošenje više datoteka za istu vrstu dokumenta rezultiraće u zameni prethodno unetih verzija sa najnovijom unetom datotekom.
6. Kliknite "Save and Continue" (Sačuvajte i nastavite).
 - Ukoliko jedan ili više potrebnih dokumenata nema prilog, dobićete obaveštenje "Missing Document?" (nedostaje dokument?).
 - Kliknite "Continue" (nastavite) ukoliko nemate dodatnih dokumenata za unošenje ili kliknite "Cancel" (otkaži) ukoliko želite da unesete dodatna dokumenta.
 - Po unošenju dokumenta možete isti koristiti da se prijavite i za druga slobodna radna mesta time što ćete koristiti opciju "Reuse a Document" (ponovo iskoristite dokument).



Protocol Assistant (Protocol Assistant)

Attach Documents

The following documents are requested and added, updated or removed from this application.

Attach Documents

Additional Document Actions

Upload from your computer

Upload a Document

Please browse to attach a document to your application.

- Only these types of the documents can be uploaded: gif image(.gif), jpeg image(.jpg), png image(.png), rich text format(.rtf), Microsoft word(.doc, .docx), adobe pdf(.pdf), word perfect(.wpd), text(.txt)
- 3MB is the maximum size allowed for a document

Items marked with * are required.

* Document Type: Please Select

* Document Description:

Browse...

UPLOAD CANCEL

Score

List of 3 References (USAID only)	Not Attached
Other Document	Not Attached
Residency Permit	Not Attached
SF-15	Not Attached
SF-50	Not Attached
Typing Scores	Not Attached
US Mil	Not Attached

PREVIOUS

SAVE AND CONTINUE

Korak 10:

1. Pregledajte/uredite informacije na stranici za pregled i podnošenje prijave (Application Review and Submit Page).
 - Idite do samog kraja stranice da biste pregledali sve informacije koje ste sami podneli.
 - Kliknite “Edit” (uredi) i, ako je potrebno, ažurirajte bilo koji odeljak (lične informacije, serije/stepen/lokacija, pitanja o kvalifikovanosti, pitanja konkursa, i/ili dokumenta- Personal Information, Series/Grade/Location, Eligibility Questions, Vacancy Questions, and/or Documents).
 - Kliknite “Save” (sačuvaj) posle ažuriranja ličnih informacija i odeljaka serije/stepena/lokacije (Personal Information and Series/Grade/Location Sections) i vratite se na stranicu pregleda i podnošenja prijave (Application Review and Submit Page).
 - Kliknite “Save” (sačuvaj) posle uređivanja pitanja o kvalifikovanosti (Eligibility Questions) i vratite se na odeljak pitanja konkursa (Vacancy Questions) (Korak 8). Onda kliknite “Next” (dalje) na dnu svakog odeljka dok se ne vratite na stranici pregleda i podnošenja prijave (Application Review and Submit Page).
 - Kliknite “Next” (dalje) posle ažuriranja odeljka pitanja konkursa (Vacancy Questions) i vratite se na stranicu pregleda i podnošenja prijave (Application Review and Submit Page).
2. Kliknite “Submit Application” (podnesite prijavu).

Application Review and Submit

Please review your information below and note that you have attached **0 document(s)** to your application. Your application status will remain incomplete until you click SUBMIT APPLICATION.

SUBMIT APPLICATION

Personal Information Series/Grade/Location Eligibility Questions Vacancy Questions Documents Resume

1

Personal Information Edit

Name: JOHN DOE
Email: artyom.ivakh@monster.com
Vacancy Announcement: 274123
Position Title: Protocol Assistant (Protocol Assistant)

[Back to top](#)

Series/Grade/Location Edit

Series: 0120
Grade: 5
Location(s): Bogota, CO

[Back to top](#)

Eligibility Questions Edit

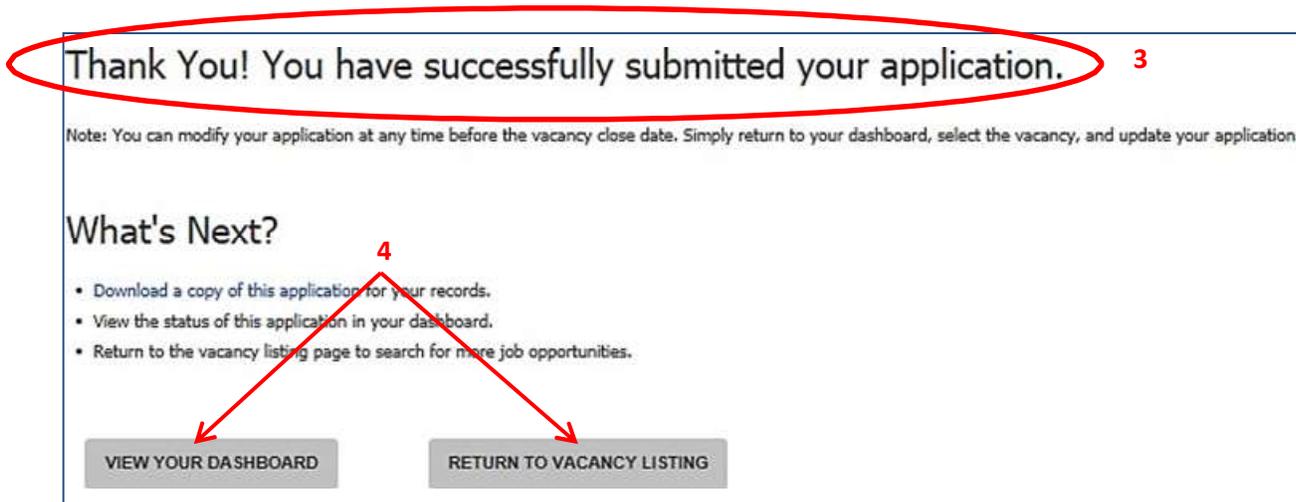
PERSONAL INFORMATION

1. Please list any other names used:
 Not Answered

NOTE: Relative is a husband, wife, domestic partner, member of household, father, father-in-law, stepfather, mother, mother-in-law, stepmother, son, son-in-law, stepson, daughter, daughter-in-law, stepdaughter, brother, brother-in-law, half-brother, sister, sister-in-law, half-sister, uncle, aunt, first cousin, nephew, or niece.

* 2. Does your relative work in this Embassy or Consulate?
 Yes

3. Dobijanje potvrde da ste uspešno podneli vašu prijavu.
 - o Prozor o potvrdi će se automatski pojaviti pošto kliknete "Submit Application" (Podnesite prijavu) iz prethodnog koraka.
4. Kliknite "View your Dashboard" (pregledajte vašu kontrolnu tablu) kako biste pregledali status vaše aplikacije ili "Return to Vacancy Listing" (vratite se na spisak konkursa) da biste nastavili da se prijavljujete na druga radna mesta.

A screenshot of a web application confirmation page. At the top, the text "Thank You! You have successfully submitted your application." is circled in red and has a red number '3' next to it. Below this is a note: "Note: You can modify your application at any time before the vacancy close date. Simply return to your dashboard, select the vacancy, and update your application." Underneath is a section titled "What's Next?" with a red number '4' above it. This section contains three bullet points: "Download a copy of this application for your records.", "View the status of this application in your dashboard.", and "Return to the vacancy listing page to search for more job opportunities." At the bottom of this section are two buttons: "VIEW YOUR DASHBOARD" and "RETURN TO VACANCY LISTING". Red arrows point from the number '4' to both buttons.

Odeljak III: Upravljanje ERA Nalogom

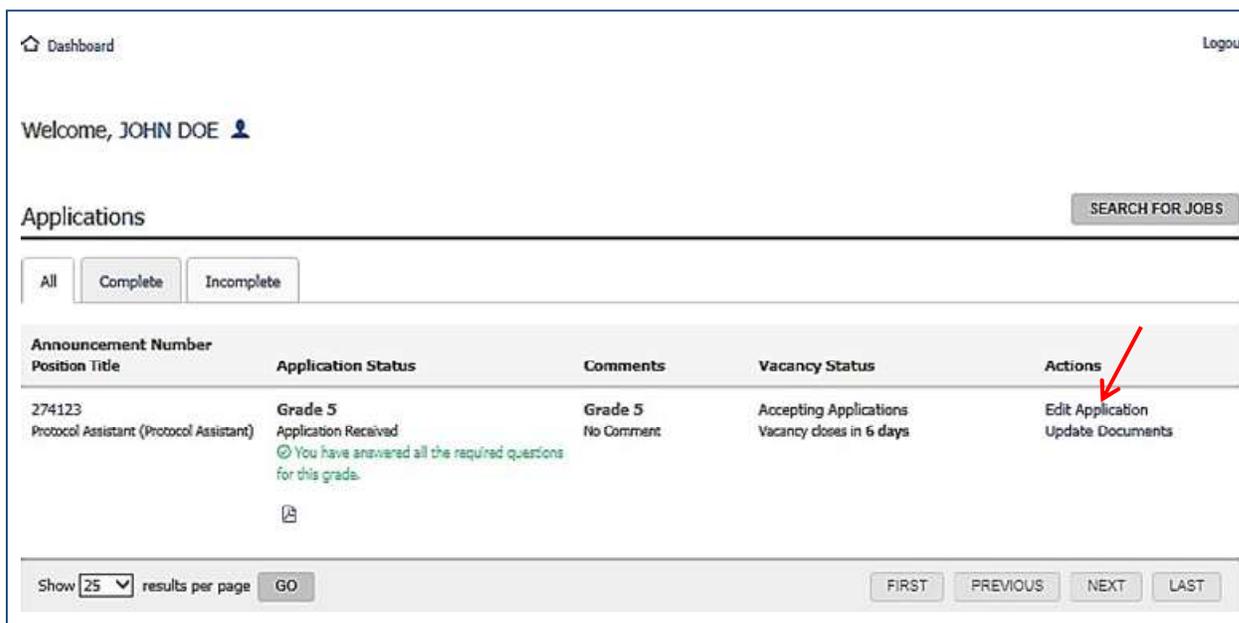
A. Uređivanje materijala za prijavu pre isteka roka konkursa

Korak 1:

Opcija A: Kliknite “Edit Application” (Uredi prijavu) pored Announcement Number/Position Title (broj objave/naziv pozicije za koju ste zainteresovani) na kontrolnoj tabli prijava.

Opcija B:

1. Kliknite on povezani broj objave za koji ste zainteresovani da uredite a koji se nalazi ispod spiska trenutno dostupnih konkursa (Currently Available Vacancies).
2. Kliknite “Edit your Application” (uredite vašu prijavu) ispod Vacancies Details (detalji konkursa).



Dashboard

Welcome, JOHN DOE

Applications

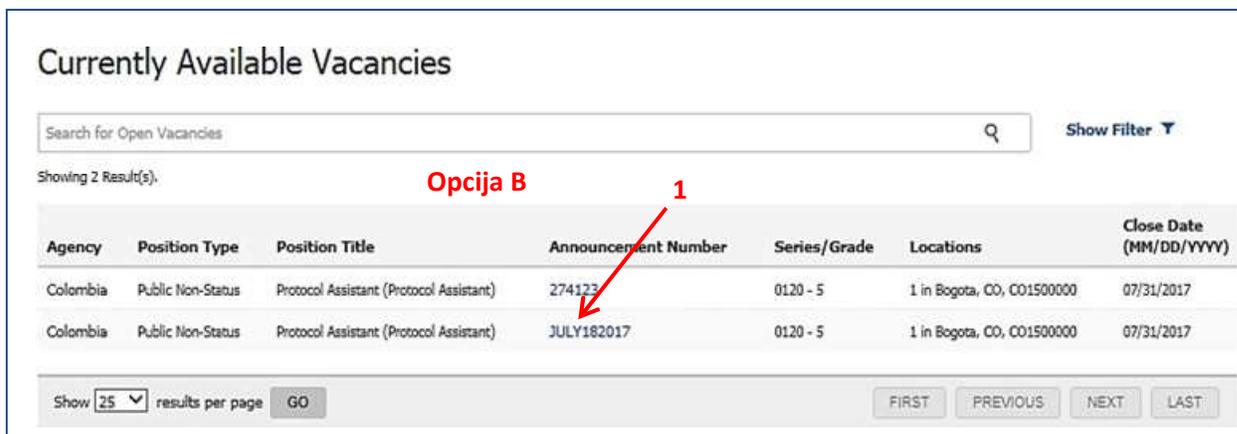
SEARCH FOR JOBS

All Complete Incomplete

Announcement Number Position Title	Application Status	Comments	Vacancy Status	Actions
274123 Protocol Assistant (Protocol Assistant)	Grade 5 Application Received You have answered all the required questions for this grade.	Grade 5 No Comment	Accepting Applications Vacancy closes in 6 days	Edit Application Update Documents

Show 25 results per page GO

FIRST PREVIOUS NEXT LAST



Currently Available Vacancies

Search for Open Vacancies

Show Filter

Showing 2 Result(s).

Opcija B

Agency	Position Type	Position Title	Announcement Number	Series/Grade	Locations	Close Date (MM/DD/YYYY)
Colombia	Public Non-Status	Protocol Assistant (Protocol Assistant)	274123	0120 - 5	1 in Bogota, CO, C01500000	07/31/2017
Colombia	Public Non-Status	Protocol Assistant (Protocol Assistant)	JULY182017	0120 - 5	1 in Bogota, CO, C01500000	07/31/2017

Show 25 results per page GO

FIRST PREVIOUS NEXT LAST



Vacancy Details

EDIT YOUR APPLICATION VIEW ELIGIBILITY QUESTIONS VIEW VACANCY QUESTIONS EMAIL TO A FRIEND PRINT VACANCY

Overview Duties Qualifications & Evaluations Benefits & Other Info How to Apply

Korak 2:

Kliknite "Edit" (uredi) pored odeljka koji želite da izmenite (tj., lične informacije, serije/stepen/lokacija, pitanja o kvalifikovanosti, pitanja konkursa, i/ili dokumenta - Personal Information, Series/Grade/Location, Eligibility Questions, Vacancy Questions, and/or Documents).

Application Review and Submit

Please review your information below and note that you have attached **0 document(s)** to your application. Your application status will remain incomplete until you click: **SUBMIT APPLICATION**.

[Personal Information](#) [Series/Grade/Location](#) [Eligibility Questions](#) [Vacancy Questions](#) [Documents](#) [Resume](#)

Personal Information Edit

Name: JOHN DOE
Email: artyom.ivakh@monster.com
Vacancy Announcement: 274123
Position Title: Protocol Assistant (Protocol Assistant)

[Back to top](#)

Series/Grade/Location Edit

Series: 0120
Grade: 5
Location(s): Bogota, CO

[Back to top](#)

Eligibility Questions Edit

PERSONAL INFORMATION

1. Please list any other names used:
 Not Answered

NOTE: Relative is a husband, wife, domestic partner, member of household, father, father-in-law, stepfather, mother, mother-in-law, stepmother, son, son-in-law, stepson, daughter, daughter-in-law, stepdaughter, brother, brother-in-law, half-brother, sister, sister-in-law, half-sister, uncle, aunt, first cousin, nephew, or niece.

* 2. Does your relative work in this Embassy or Consulate?
 Yes

Korak 3:

1. Ažurirajte izabrani odeljak prijave.
2. Kliknite “Save (sačuvaj),” “Next,” (dalje) ili “Finish” (završi) na kraju svake stranice u zavisnosti od odeljka prijave koju ažurirate.
 - Kliknite “Save” (sačuvaj) posle ažuriranja odeljaka ličnih informacija i/ili serija/stepena/lokacija (Personal Information and/or Series/Grade/Location Sections.) Onda ćete doći do stranice za pregled i podnošenje prijave (Application Review and Submit Page).
 - Kliknite “Save” (sačuvaj) posle ažuriranja pitanja o kvalifikacijama (Eligibility Questions) i vratićete se na sekciju pitanja konkursa (Vacancy Questions Section). Onda kliknite “Next” na kraju svake strane dok se ne vratite na stranicu za pregled i podnošenje prijave (Application Review and Submit Page).
 - Kliknite “Next” (dalje) posle ažuriranja odeljka Pitanja konkursa (Vacancy Questions) i vratićete se na stranicu za pregled i podnošenje prijave (Applicant Review and Submit Page).
 - Kliknite “Finish” (završi) pošto ažurirate odeljak Documents (dokumenta) i vratićete se na stranicu za pregled i podnošenje prijave (Applicant Review and Submit Page).

Personal Information **1**

Prefix
-- Please Select --

* First Name Middle Name * Last Name
JOHN [] DOEH

Suffix
-- Please Select --

* US Citizen
 Yes No

Contact Information

* Address 1
4921 Judiciary Road

Address 2
[]

Address 3
[]

* City/Town * Country
Bogota Colombia

Zip/Postal/Pin Code Plus 4
[] []

* Telephone 1 * Telephone Number Extension
Day Phone 31926677773 []

2

SAVE CANCEL

Korak 4:

1. Pregled/uređivanje informacija na stranici za pregled i podnošenje prijave (Review/Edit information on the Application Review and Submit Page).
 - o Idite do kraja stranice kako biste pregledali sve informacije.
 - o Kliknite "Edit" (uredi) i, ukoliko je potrebno, ažurirajte bilo koje dodatne stavke. Onda kliknite "Save" (sačuvaj) ili "Next" (dalje) dok ne dođete do stranice za pregled i podnošenje prijave. (Application Review and Submit Page).
2. Kliknite "Submit Application" (Podnesite prijavu).

Application Review and Submit

Please review your information below and note that you have attached **0 document(s)** to your application. Your application status will remain incomplete until you click **SUBMIT APPLICATION**.

SUBMIT APPLICATION

Personal Information Series/Grade/Location Eligibility Questions Vacancy Questions Documents Resume

Personal Information Edit

Name: JOHN DOE
Email: artyom.ivakh@monster.com
Vacancy Announcement: 274123
Position Title: Protocol Assistant (Protocol Assistant)

[Back to top](#)

Series/Grade/Location Edit

Series: 0120
Grade: 5
Location(s): Bogota, CO

[Back to top](#)

Eligibility Questions Edit

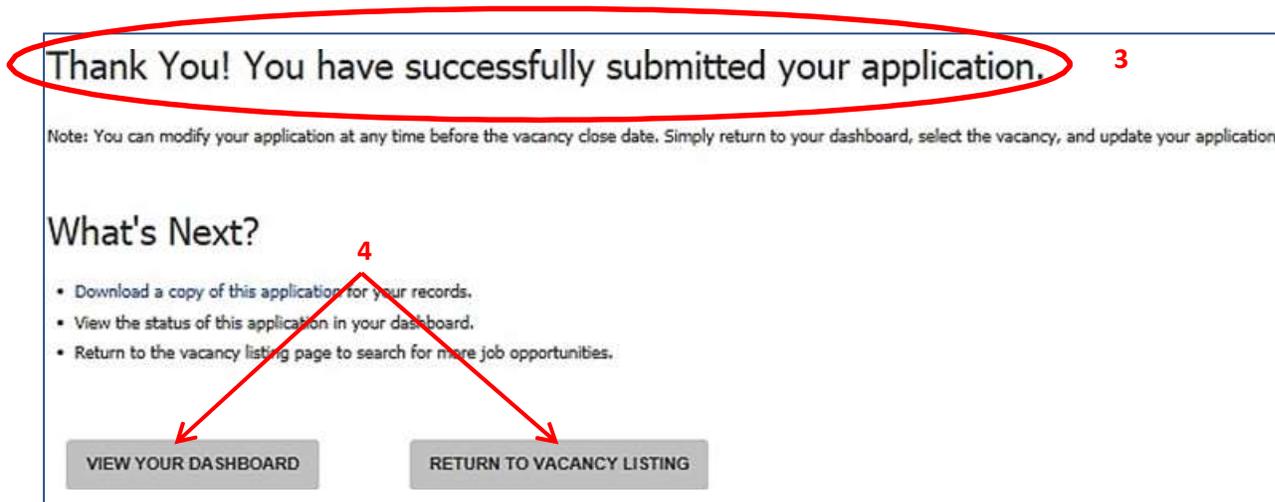
PERSONAL INFORMATION

1. Please list any other names used:
 Not Answered

NOTE: Relative is a husband, wife, domestic partner, member of household, father, father-in-law, stepfather, mother, mother-in-law, stepmother, son, son-in-law, stepson, daughter, daughter-in-law, stepdaughter, brother, brother-in-law, half-brother, sister, sister-in-law, half-sister, uncle, aunt, first cousin, nephew, or niece.

* 2. Does your relative work in this Embassy or Consulate?
 Yes

3. Dobijanje potvrde da ste uspešno ponovo podneli vašu prijavu.
 - Prozor o potvrdi će se automatski pojaviti pošto kliknete “Submit Application” (podnesite prijavu) iz prethodnog koraka.
4. Kliknite “View your Dashboard” (pregledajte vašu kontrolnu tablu) kako biste pregledali status vaše prijave ili “Return to Vacancy Listing” (Vratite se na spisak konkursa) da biste nastavili da se prijavljujete na druga DOS radna mesta.



Thank You! You have successfully submitted your application. 3

Note: You can modify your application at any time before the vacancy close date. Simply return to your dashboard, select the vacancy, and update your application.

What's Next?

- Download a copy of this application for your records.
- View the status of this application in your dashboard.
- Return to the vacancy listing page to search for more job opportunities.

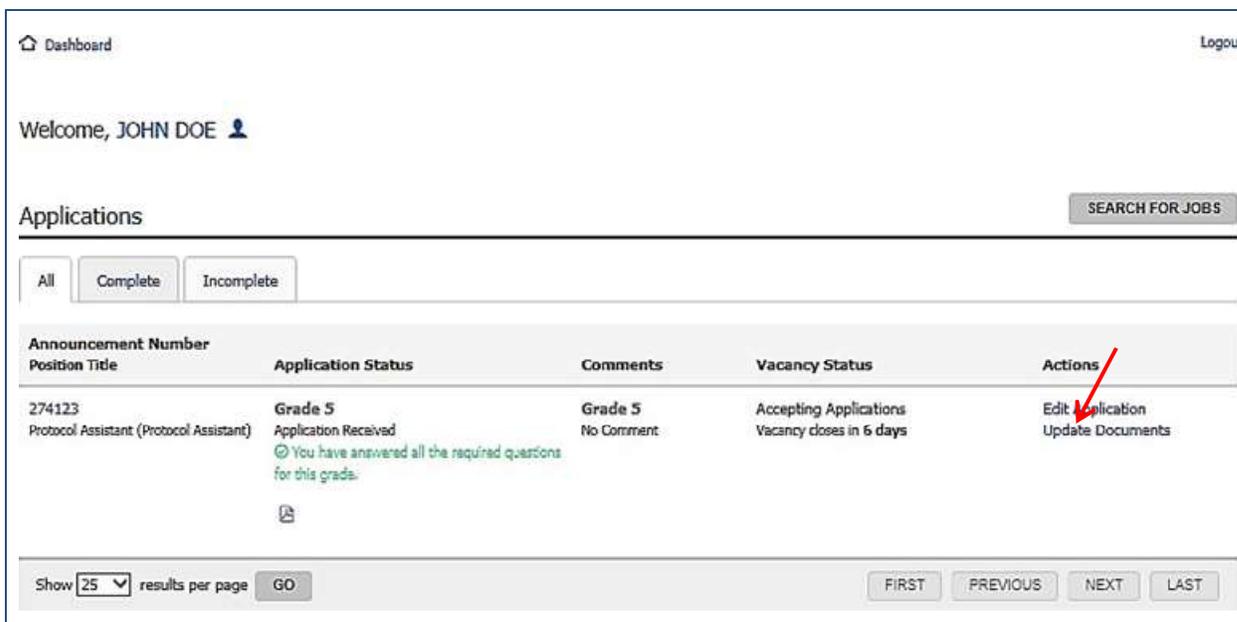
[VIEW YOUR DASHBOARD](#) [RETURN TO VACANCY LISTING](#)

B. Ažuriranje dokumentacije za prijavu pre isteka krajnjeg roka konkursa

Korak 1:

Kliknite "Update Documents" (Ažurirajte dokumenta) pored „Announcement Number/Position Title“ (Broj objave/Naziv pozicije) za koju ste zainteresovani a koja se nalazi na kontrolnoj tabli prijava.

- Opcija B: Možete i da ažurirate dokumenta dok uređujete materijal za prijavu time što ćete kliknuti na "Edit" (Uredi) pored odeljka Documents (Dokumenti) u pregledu stranice za prijavu i podnošenje iste (Application Review and Submit Page) (Korak 2 – Uređivanje materijala za prijavu pre isteka roka konkursa).



Dashboard Logout

Welcome, JOHN DOE 

Applications SEARCH FOR JOBS

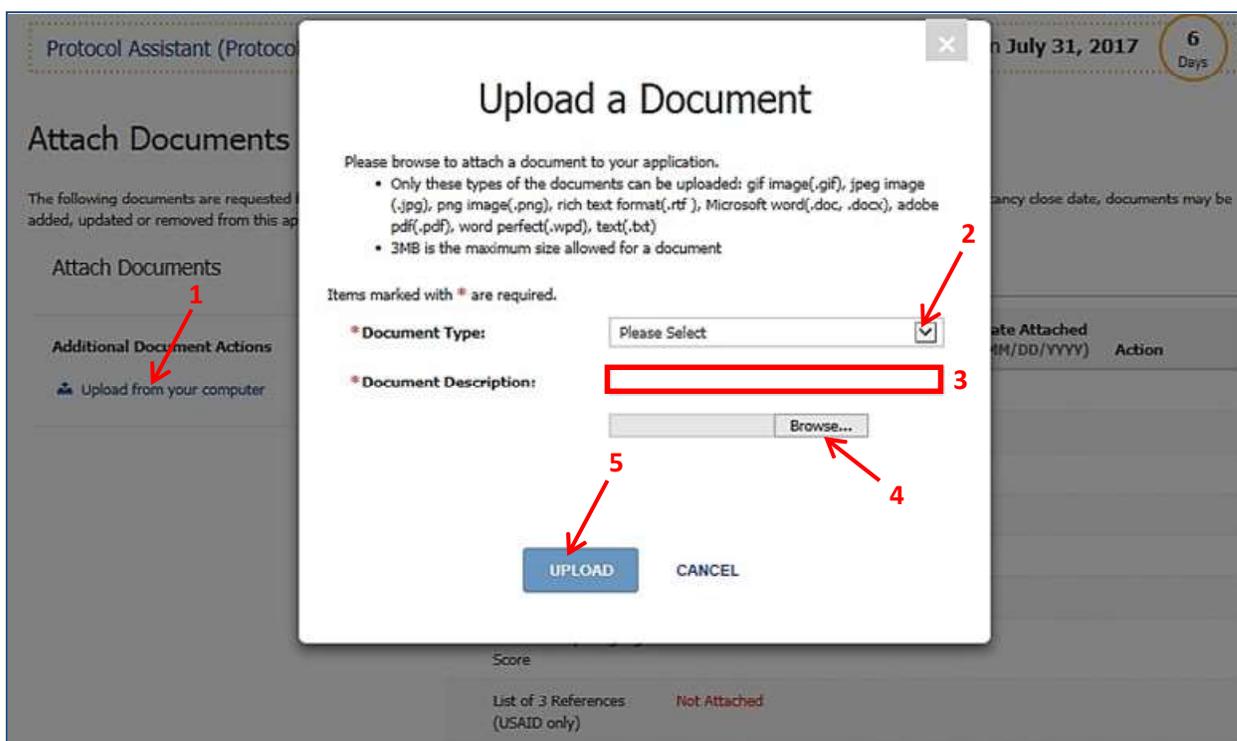
All Complete Incomplete

Announcement Number Position Title	Application Status	Comments	Vacancy Status	Actions
274123 Protocol Assistant (Protocol Assistant)	Grade 5 Application Received ✔ You have answered all the required questions for this grade. 	Grade 5 No Comment	Accepting Applications Vacancy closes in 6 days	Edit Application Update Documents

Show 25 results per page GO FIRST PREVIOUS NEXT LAST

Korak 2:

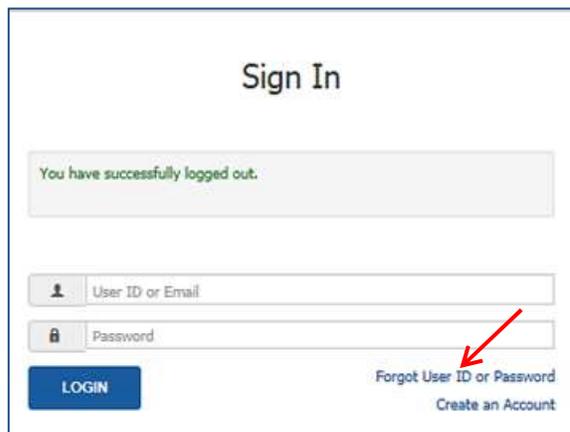
1. Kliknite "Upload from your computer" (unesite iz vašeg kompjutera).
2. Izaberite vrstu dokumenta koristeći padajući meni.
3. Unesite opis dokumenta.
4. Kliknite "Browse" (pretražite) i pronađite odgovarajući dokument.
5. Kliknite "Upload" (unesite).
 - Ponovite od 1 do 5 gore za svaki dodatni dokument koji želite da unesete.
 - Unošenje više dokumenata za istu vrstu dokumenta rezultiraće u tome da se prethodno unete verzije izmene najnovijim unetim dokumentom.
6. Kliknite "Finish" (završite) i vratićete se na Kontrolnu tablu prijava.
 - Ukoliko jedan ili više potrebnih dokumenata nema prilog, dobićete obaveštenje "Missing Document?" (nedostaje dokument?).
 - Kliknite "Continue" (nastavite) ukoliko nemate dodatnih dokumenata za unošenje ili kliknite "Cancel" (otkaži) ukoliko želite da unesete dodatna dokumenta.



C. Resetovanje lozinke

Korak 1:

Kliknite “Forgot User ID or Password” (zaboravljeno korisničko ime ili lozinka)



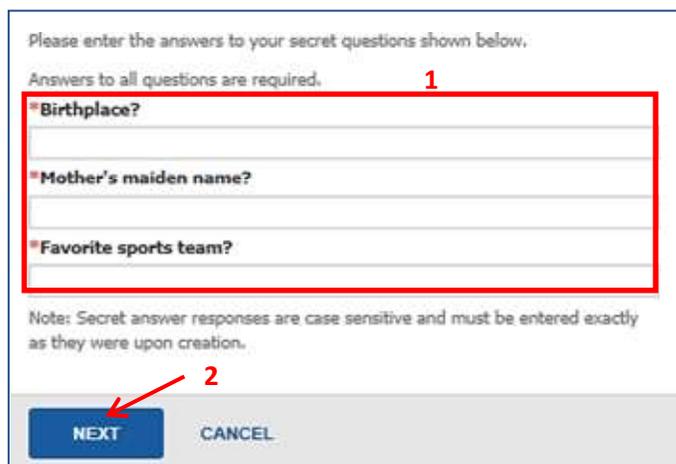
Korak 2:

1. Unesite email.
 - Ukoliko se ne sećate email adrese koja je korišćena za pravljenje vašeg ERA naloga, možda ćete morati da napravite drugi nalog, koristeći drugu email adresu.
2. Kliknite “Next” (dalje).



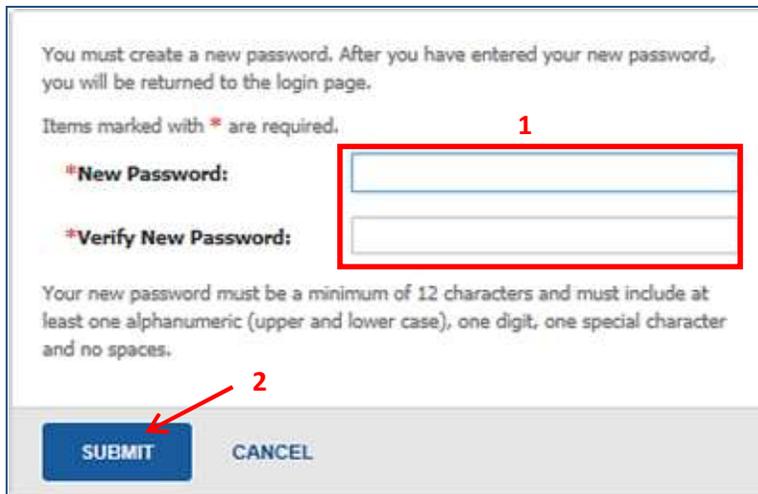
Korak 3:

1. Odgovorite na sigurnosna pitanja.
 - Ukoliko na jedno vaše sigurnosno pitanje netačno odgovorite, dobićete elektronsku poštu da ste uneli pogrešan odgovor.
 - Ukoliko se ne sećate odgovora (koji sadrži velika i mala slova) na jedno od vaših sigurnosnih pitanja nećete moći da se prijavite na ovaj nalog i možda ćete morati da napravite drugi ERA nalog, koristeći drugu email adresu.
2. Kliknite “Next” (dalje).



Korak 4:

1. Unesite i potvrdite vašu novu lozinku koja sadrži navedene zahteve.
2. Kliknite "Submit" (podnesite).
 - Pošto ste uspešno izmenili vašu lozinku, primićete elektronsku poštu da je vaša lozinka ažurirana. Takođe ćete se vratiti na prijavnu stranicu (Sign In Page) kako biste uneli novu lozinku.

A screenshot of a web form for creating a new password. The form contains the following text: "You must create a new password. After you have entered your new password, you will be returned to the login page." Below this is the instruction "Items marked with * are required." followed by two input fields: "*New Password:" and "*Verify New Password:". A red box labeled "1" highlights both input fields. Below the input fields is the password requirements text: "Your new password must be a minimum of 12 characters and must include at least one alphanumeric (upper and lower case), one digit, one special character and no spaces." At the bottom of the form are two buttons: "SUBMIT" and "CANCEL". A red arrow labeled "2" points to the "SUBMIT" button.

D. Ažuriranje ERA naloga

Korak 1:

Kliknite "Your Name" (vaše ime) sa kontrolne table aplikacije.

Dashboard Logout

Welcome, JOHN DOE

Applications SEARCH FOR JOBS

All Complete Incomplete

Announcement Number Position Title	Application Status	Comments	Vacancy Status	Actions
JULY182017 Protocol Assistant (Protocol Assistant)	Grade 5 Application Received ✔ You have answered all the required questions for this grade.	Grade 5 No Comment	Accepting Applications Vacancy closes in 6 days	Edit Application Update Documents

Korak 2:

1. Kliknite "Edit" (urediti) da ažurirate vaše lične i kontakt informacije (Personal/Contact Information).
 - Kliknite "Save" (sačuvajte) kada završite.
2. Kliknite "View my Resume" (pregledajte moju biografiju) da biste pregledali/ažurirali biografiju.
 - U većini slučajeva nije potrebno uneti podatke iz biografije kao deo procesa prijave.
 - Kliknite "Save" (sačuvajte) kada završite.
3. Kliknite "Change My Password" (izmenite moju lozinku) da biste ažurirali vašu trenutnu lozinku.
 - Kliknite "Save" (sačuvajte) kada završite.
4. Kliknite "Change my Security Questions" (izmeni moja sigurnosna pitanja) kako biste ažurirali vašu trenutna pitanja/odgovore.
 - Kliknite "Save" (sačuvajte) kada završite.

Dashboard Logout

My Profile

Personal Information Edit

Name: JOHN DOEH
User Id: 3
Address: 4921 Seminary Road
Bogota,
Colombia
Phone: 31926677773 (day phone)
Email: artyom.ivakh@monster.com

Account Information

- View My Resume
- Change My Password
- Change My Secret Questions